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MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Table of Organization for the Office of Training

1. There is forwarded the proposed Table of Organization for the Office of Training, dated 18 July 1952, together with the concurrences of the Comptroller and the Chief, Organization and Methods Service. Also attached is a comparison of the current, proposed, and recommended grade structure for this Office.

2. On the basis of classification review of positions on the subject T/O, and with the concurrence of the Director of Training, the following changes have been made in the grades proposed:

(a) Forty-four clerical, stenographic, and secretarial positions throughout the Office of Training on which upgradings were proposed are being retained at their current grades.

(b) In the Support Staff, the positions of Chief, Administrative Services Branch, proposed for GS-11, and the Chiefs of the Personnel Section and Budget and Fiscal Section, proposed for GS-13, are being retained at the current T/O grades, which are GS-13 and GS-12 respectively.

(c) The positions of Deputy Director of Training (General) and Deputy Director of Training (Special), which were proposed for upgrading from GS-16 to GS-17, are being retained at GS-16.

(d) In the Office of Training (General), the Chief and Assistant Chief positions in the Clerical Training Branch, proposed for GS-13 and GS-11 respectively, are being retained at the current grades of GS-11 and GS-9.

JOB NO. _____ FOX NO. _____ FLD NO. _____ DOC NO. 12 NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS SECRET. JUST 12
NEXT REV DATE _____ REVIEWERS _____ TYPE DOC. _____
NO. PGS 7 CREATION DATE _____ ORG COMP 32 OPI 32 ORG CLASS S
REV CLASS C REV COORD. _____ AUTH: HR 70-3

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(e) In the Office of Training (Special), the Chief Basic Orientation Branch, proposed for GS-11, has been changed to GS-13, with the second Training Instructor position being changed from GS-13 to GS-12; the Chief, Advanced Training Division, proposed for GS-16, has been changed to GS-15.

(f) In the T/O for [REDACTED], the grade of the Area Commandant has been changed from GS-16 to GS-15, and the grades of eight Training Instructor positions have been revised downward by one grade.

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3. With respect to the changes in grade indicated above, a detailed appraisal of the positions involved will be made in each case, either in connection with the classification survey of the Office of Training which is to be made in the immediate future or as part of the current review of Agency positions at the GS-16, GS-17, and GS-18 levels, at which time additional consideration will be given in terms of the grades originally requested.

4. It is recommended that the subject T/O be approved as listed in Attachment 2 in accordance with the changes indicated above and attached concurrences.

[REDACTED]
Assistant Director (Personnel)

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Action by Approving Authority:

Date _____

Approved (Disapproved),
exceptions, if any

Deputy Director
(Administration)

4 Encl.

1. Chart - Grade Structure, OTR
2. T/O Proposed, OTR
3. Concurrence - Comptroller
4. Concurrence - Staff

CWD/RJS:maf

Distribution:

- 1 - AD/P
- 1 - Comptroller
- 2 - RPS

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